



CITY OF ATLANTA

Job Announcement

PUBLIC RELATIONS ASSISTANT MANAGER

STARTING SALARY: \$41,846

Salary Grade: 21

Applications Accepted From: August 15, 2005 until Vacancy is filled or until September 2, 2005

Minimum Job Requirements*

Applicants for this position must have a Bachelor's degree in Journalism, English, Public Administration, or Communications or a related field and three years of experience in public relations or related experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Requires solid writing and verbal communication skills.

Duties of the Job:

This employee assists in the management of public relations functions for the Department of Watershed Management. Duties include, but are not limited to: supervising staff; developing, reviewing and disseminating information for the department; working with city agencies, city contractors and personnel on various projects relating to public relations; preparing and disseminating the newsletters and news releases; researching issues for accuracy; assisting with developing of trade show exhibits; performing administrative tasks; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHOSE QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*Verification required prior to appointment.

8/12/2005

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